

BUILDING MAINTENANCE TECHNICIAN

POSITION SUMMARY: This position is responsible for supporting City programs and functions by performing maintenance work within the areas of facilities maintenance, housing, utilities, and other departments as necessary. Performs skilled and semi-skilled labor intensive work related to facilities, equipment, machinery, and grounds. Electrical work will be limited to work that does not require a journeyman license. Operates various types of equipment, tools, and vehicles; works with a diverse group of external and internal contacts. Independent judgment is required to plan, prioritize, and organize a diversified workload. This position applies specialized functional knowledge to analyze and respond to maintenance matters within area of concentration. Leads, trains, and mentors employees. Advice and leadership are available from supervisor or designee for issues requiring authorization.

SUPERVISION RECEIVED: Work is performed under the direction of the departmental supervisor or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform a variety of technical and complex maintenance activities related to facilities, grounds, and public infrastructure.
2. Provide customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
3. Operate, maintain, repair, and perform preventative maintenance procedures on department specific vehicles, equipment, and tools. Develop and follow a preventative maintenance process, clean equipment, and complete inspections.
4. Prepare and provide information for records and reports including logs, documentation of work activities, and supply inventory.
5. Maintain a clean, safe, and professional work environment.
6. Lead a variety of projects and special department or City events.
7. Maintain facilities, public housing units, and grounds; may include janitorial and custodial maintenance functions.
8. Participate in selecting contractors; coordinate and oversee related work. Participate in project planning meetings.
9. Provide cost estimates for maintenance activities.
10. Monitor and maintain inventory.
11. Perform heavy manual labor.
12. Use technology to research, complete, and document various tasks.

13. Perform preventative and reactive maintenance; respond in a timely and courteous manner. Ensure buildings are in compliance with appropriate state and federal safety guidelines.
14. Perform snow removal, salting, and other winter maintenance using specialized winter maintenance equipment. Implement efficient routes and methods to improve performance and reduce costs.
15. Train, mentor, and lead seasonal employees by directing daily tasks, providing feedback, and advising supervisor of work performance. May lead and direct employees. May guide and monitor contractors.
16. Perform related work as required; may include assisting employees in a higher classification in more complex assignments.

If assigned to housing, examples of work may include:

- Support the Wyoming Housing Commission's goal to provide safe, decent, and affordable housing by maintaining strict confidentiality with private member information.
- Enter residential properties and performing maintenance inspections and preventative,
- Skilled HVAC work which may include installing, diagnosing, maintaining, and repairing makeup air units, powered roof ventilators, boilers, chillers, industrial dehumidifiers, humidifiers, compressors, and air conditioners.
- Electrical work not requiring a journeyman license.
- Determine cause of damage, evaluate repairs and maintenance work, and follow up with supervisor to discuss tenant charge, non-routine maintenance, etc.
- Skilled work in rough and finish carpentry, mechanical, plumbing, plastering, painting, flooring, roof maintenance, and other related building maintenance.
- Maintain housing units; responsible for vacant unit turnaround.

If assigned to public works, examples of work may include:

- Skilled mechanical work installing, diagnosing, maintaining, and repairing heating and cooling equipment, ventilators, compressors, boilers, chillers, dehumidifiers, humidifiers, and associated equipment typically used in commercial buildings.
- Electrical work not requiring a journeyman license.
- Assist with maintaining technology related to building operation and security.
- Skilled plumbing work such as installing, inspecting, diagnosing, maintaining, and repairing water and sewer commercial building infrastructure and grounds. Must hold the appropriate level license to complete work.
- Skilled work in areas such as welding, rough and finish carpentry, drywall, mechanical, plumbing, concrete, paint, flooring, roof maintenance, and other related building maintenance.

- Determine cause of damage, evaluate repairs and maintenance work, and follow up with supervisor to discuss non-routine maintenance, etc.
- Skilled maintenance work on specialized structures such as fueling stations, hoists, and domed buildings. General property upkeep, building improvements and other tasks as assigned.
- Operate and maintain tools and equipment used in commercial building maintenance. This may include boom or scissor lifts, concrete saws, ladders, scaffolding, air compressors, plow trucks, and other related equipment.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. High school diploma or equivalent and five years of progressively responsible experience in maintenance, construction, or other applicable field. A combination of education and experience may substitute for the five year requirement.
- B. Possess and maintain licenses and certifications required of the position. In order to perform work specified under the essential job functions, employees must hold the appropriate license.
- C. Possess a valid Michigan motor vehicle operator's license.
- D. Demonstrate proficiency in the essential job functions of the maintenance technician 1 position.
- E. Knowledge of practices, methods, materials, and equipment used in maintenance work.
- F. Demonstrate a mechanical aptitude, good powers of observation, and the ability to troubleshoot.
- G. Proven ability to work as a team, follow established procedures, and carry out complex instructions with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- H. Demonstrate the ability to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, other governmental agencies, and the public.
- I. Proven ability to communicate effectively and prepare detailed and accurate work orders and reports. Able to effectively present ideas orally and in writing for varied audiences.
- J. Able to work various shifts and respond to call outs to provide proper coverage for all activities and events.
- K. Able to work effectively within deadlines, under stress, and with changing work priorities.
- L. Stay informed of new developments, current issues, and strategies through continued education and professional growth. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.

- M. Demonstrate the ability to use computers and software programs for work orders and specialized applications. Able to learn additional programs as required.
- N. Demonstrate skill reading and interpreting data, blueprints, sketches, diagrams, manuals, and control schematics.
- O. Proven ability to design and create custom solutions to problems.
- P. Knowledge of federal, state, and local standards and codes related to area of expertise and skill trade.

ADVANCEMENT CRITERIA: *Employees are expected to gain technical knowledge and field expertise and demonstrate an increasing level of proficiency in all aspects of assigned work. They must meet the expectations of the appraisal process and display good attitude and initiative in order to advance within this classification. Before reaching G step of the classification and salary schedule, employees must successfully complete the advancement requirements of G-K. Employees who fail to obtain these requirements will not advance past the F step; additionally, failure to maintain the required licenses and certifications of G-K will result in a salary reduction to F step.*

Housing—A-F classification requirements:

- Five years of responsible work in grounds and facilities maintenance, construction, or an equivalent combination of knowledge and experience in carpentry, plumbing, electrical, HVAC, mechanical, or related field not requiring a journeyman license.
- Knowledge of electrical systems, theories, principles, applications, and equipment, including controls, motors, and electronics.
- Experience in HVAC systems, theories, principles, and application, including refrigeration recovery, evacuation and charging.
- Able to work duty time or stand by time.

Housing—G-K classification requirements:

- Seven years of responsible work in grounds and facilities maintenance, construction, or an equivalent combination of knowledge and experience in carpentry, plumbing, electrical, HVAC, mechanical, or related field not requiring a journeyman license.
- Possess and maintain one of the following:
 - Plumbing journeyman license
 - Mechanical license with refrigeration certification
 - Mechanical license with boiler certification
 - Michigan builder's license
 - Associate degree in a related field

Public Works—A-F classification requirements:

- Five years of responsible work in grounds and facilities maintenance, construction, or an equivalent combination of knowledge and experience in carpentry, plumbing, electrical, HVAC, mechanical, or related field not requiring a journeyman license.
- Knowledge of practices, methods, and materials of maintenance and construction work.
- Obtain and maintain confined space certification, Powered Industrial Truck (hi-lo) certification, CPR certification, and OSHA 10-Hour Construction training within one year of hire.
- Possession of a CDL-A with "N" endorsement or CDL B with air brakes is preferred but not required for this position.

Public Works—G-K classification requirements:

- Seven years of responsible work in grounds and facilities maintenance, construction, or an equivalent combination of knowledge and experience in carpentry, plumbing, electrical, HVAC, mechanical, or related field not requiring a journeyman license.
- Possess and maintain one of the following:
 - Mechanical license
 - Michigan builder's license
 - Associate degree in a related field

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee regularly works in the field and a maintenance facility and occasionally in a business office setting. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

February 2018
Revised October 2020